United States Army Medical Command

Overview Agenda

- Why WAWF Was Developed
- Procurement Cycle & Prompt Payment
- Presently - Contract Types Not Supported by CAPS-W
- Advantages & Functionality
- Accessing WAWF and User Roles
- Document Scenarios
- MEDCOM Business Rules
- Tools, POCs & Information Sources
- Hands On Training
- Acronyms

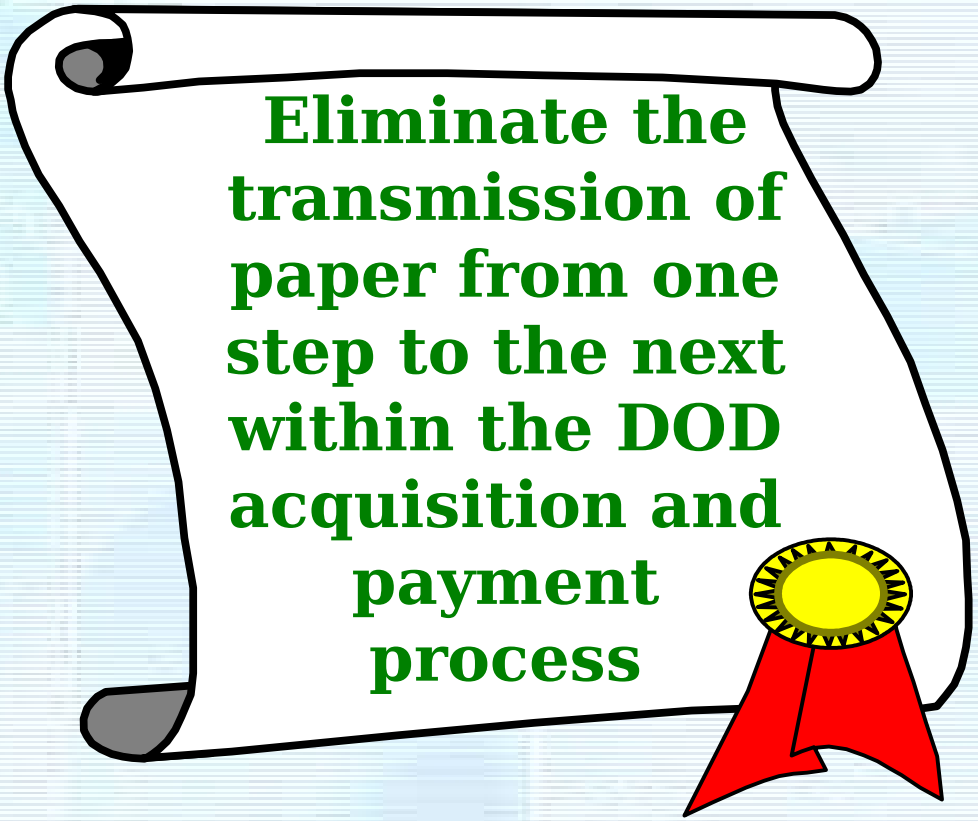
Why Was Wide Area Work Flow Developed?

- **Problem:** Acceptance & payment process is predominately supported by paper today (more labor intensive than electronic).

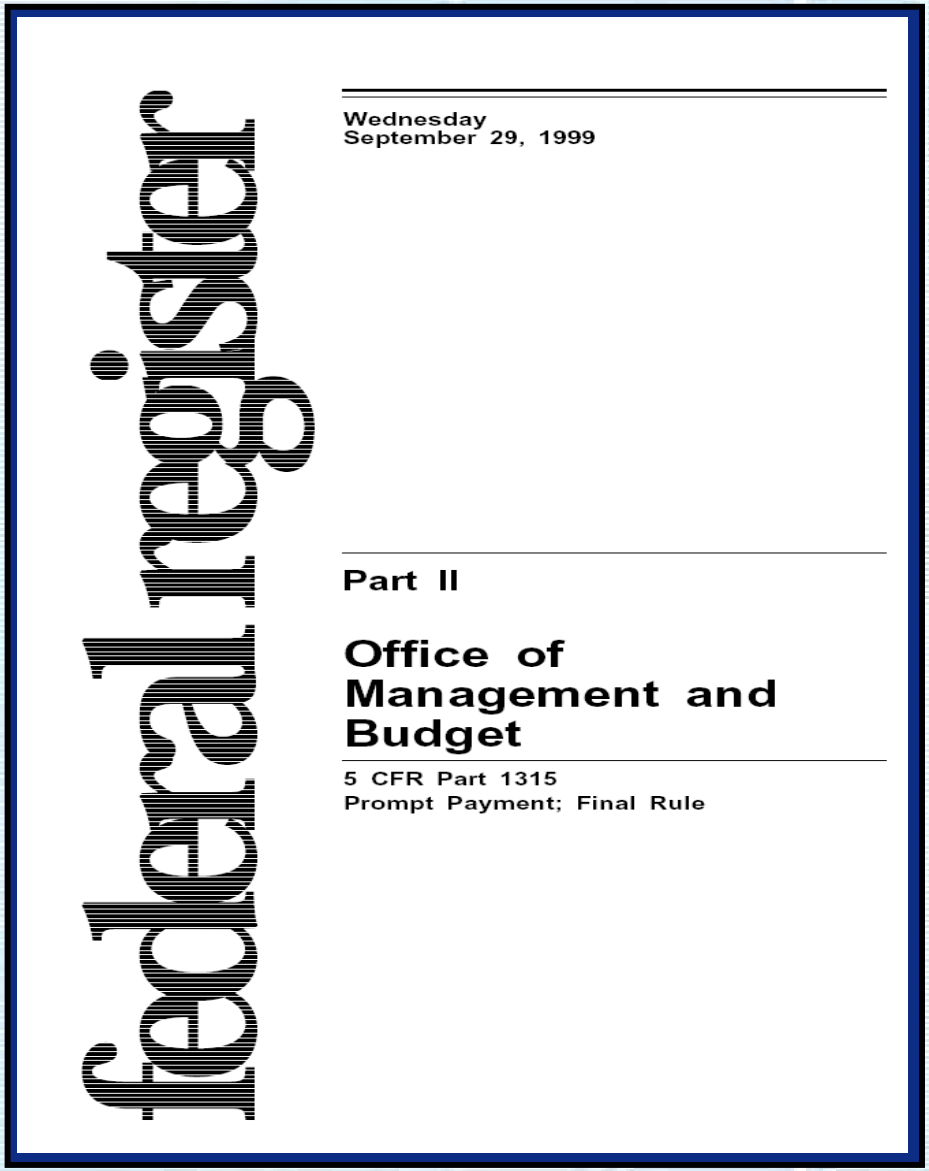
- **Solution:** ***Reduce high interest penalties due to lost or misplaced receiving reports and the intense level of frustration felt by Merchants and Government users.***

- **Objective:** Create an electronic commerce environment using existing tools and systems to meet the Prompt Payment Act.

DoD Electronic Commerce Initiativ



Prompt Payment Act


federal register

Wednesday
September 29, 1999

Part II

Office of Management and Budget

5 CFR Part 1315
Prompt Payment; Final Rule

1315.3 Responsibilities.

Each agency head is responsible for the following:

(a) *Issuing internal procedures.* Ensuring that internal procedures will include provisions for monitoring the causes of late payments and any interest penalties incurred, taking necessary corrective action, and handling inquiries.

(b) *Internal control systems.* Ensuring that effective internal control systems are established and maintained as required by OMB circular A–123, ''Management Accountability and Control.''

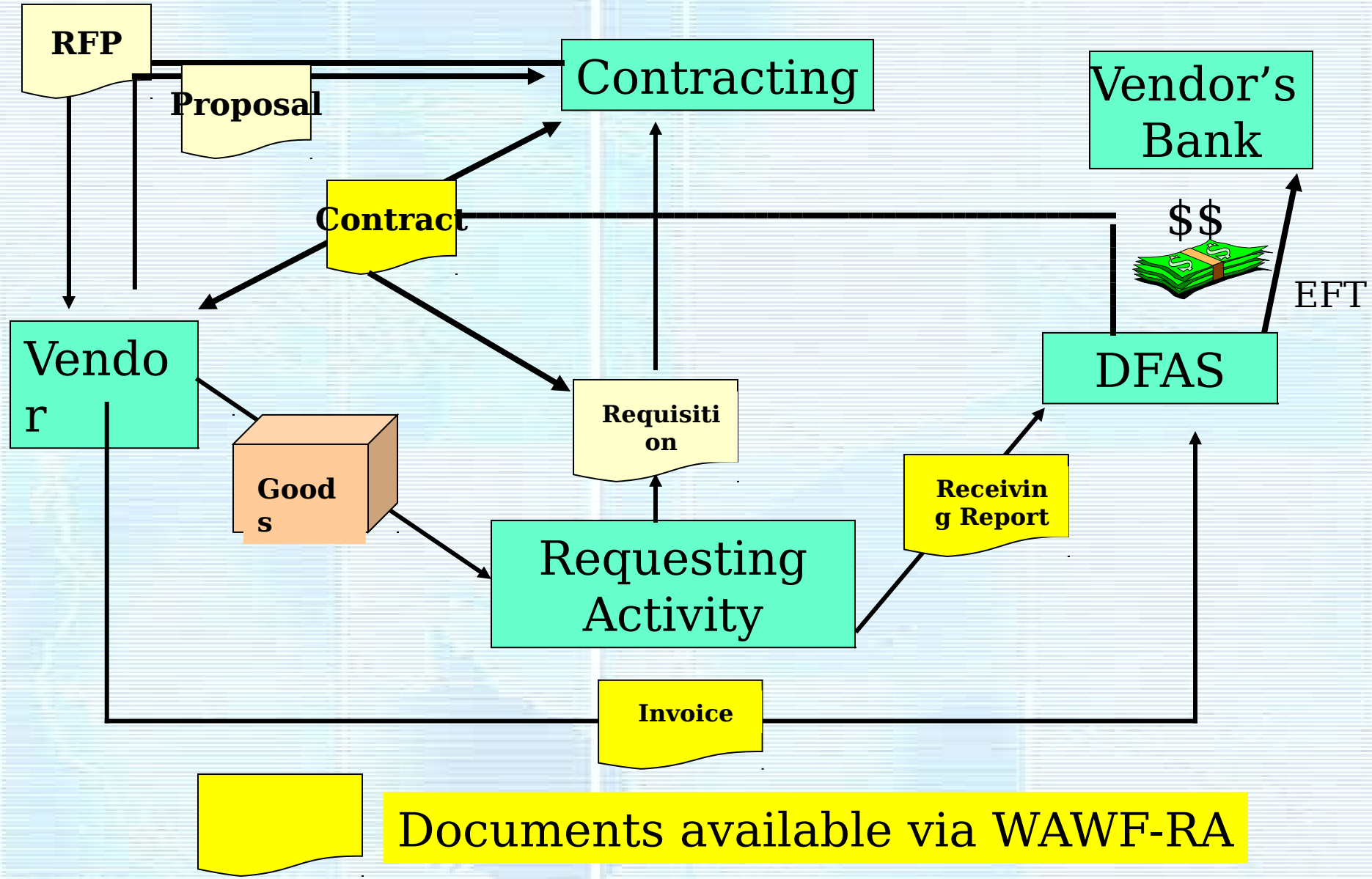
1315.4 Prompt payment standards and required notices to vendors.

(a) *Required documentation.* Agencies will maintain paper or electronic documentation as required in 1315.9.

(d) *Receipt of goods and services.* Agencies will ensure that receipt is properly recorded at the time of delivery of goods or completion of services.

(e) *Acceptance.* Agencies will ensure that acceptance is executed as promptly as possible. Commercial items and services should not be subject to extended acceptance periods. Acceptance reports will be forwarded to the designated agency office by the fifth working day after acceptance. Unless other arrangements are made, acceptance reports will be stamped or otherwise annotated with the receipt date in the designated agency office.

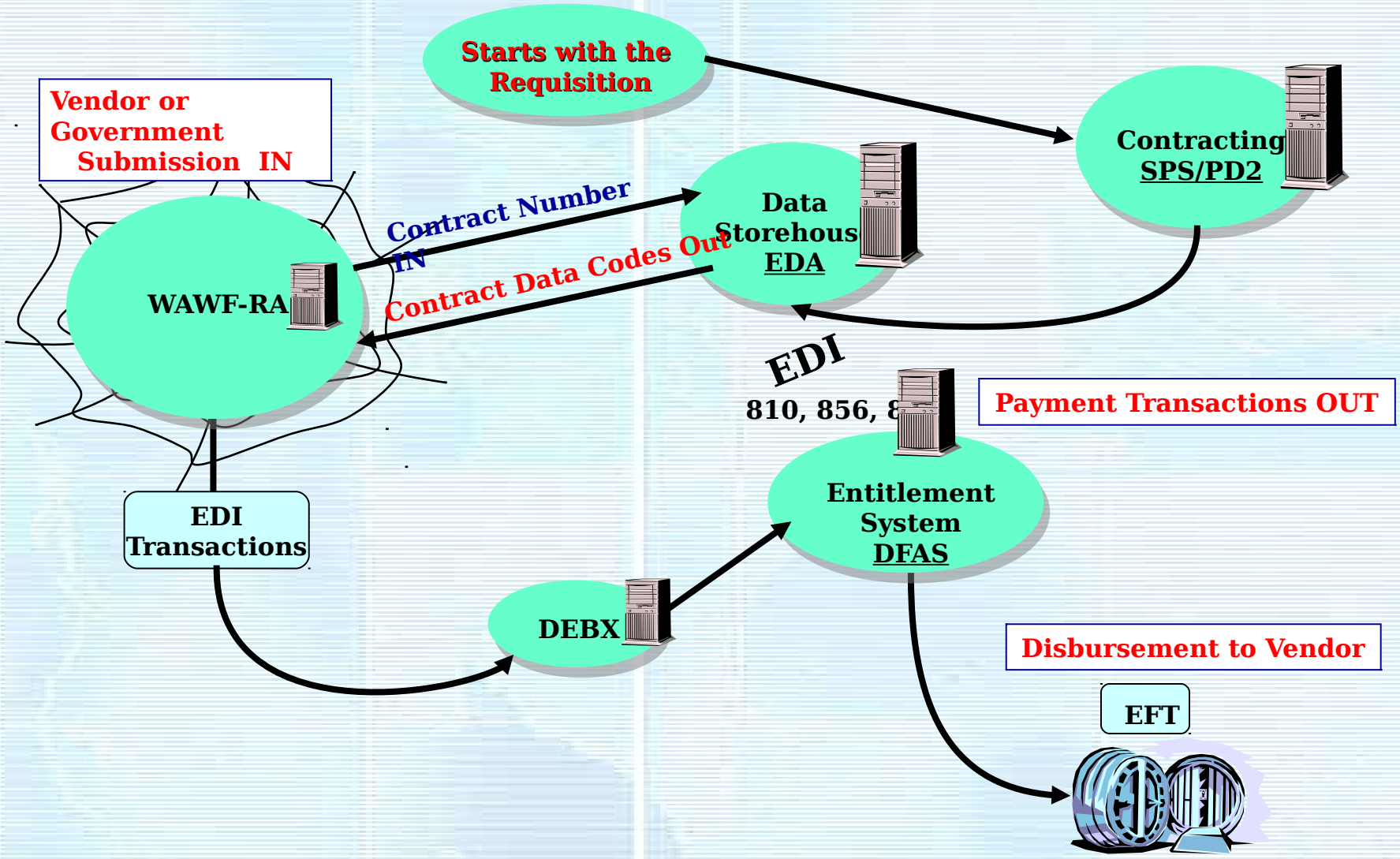
Procurement Cycle



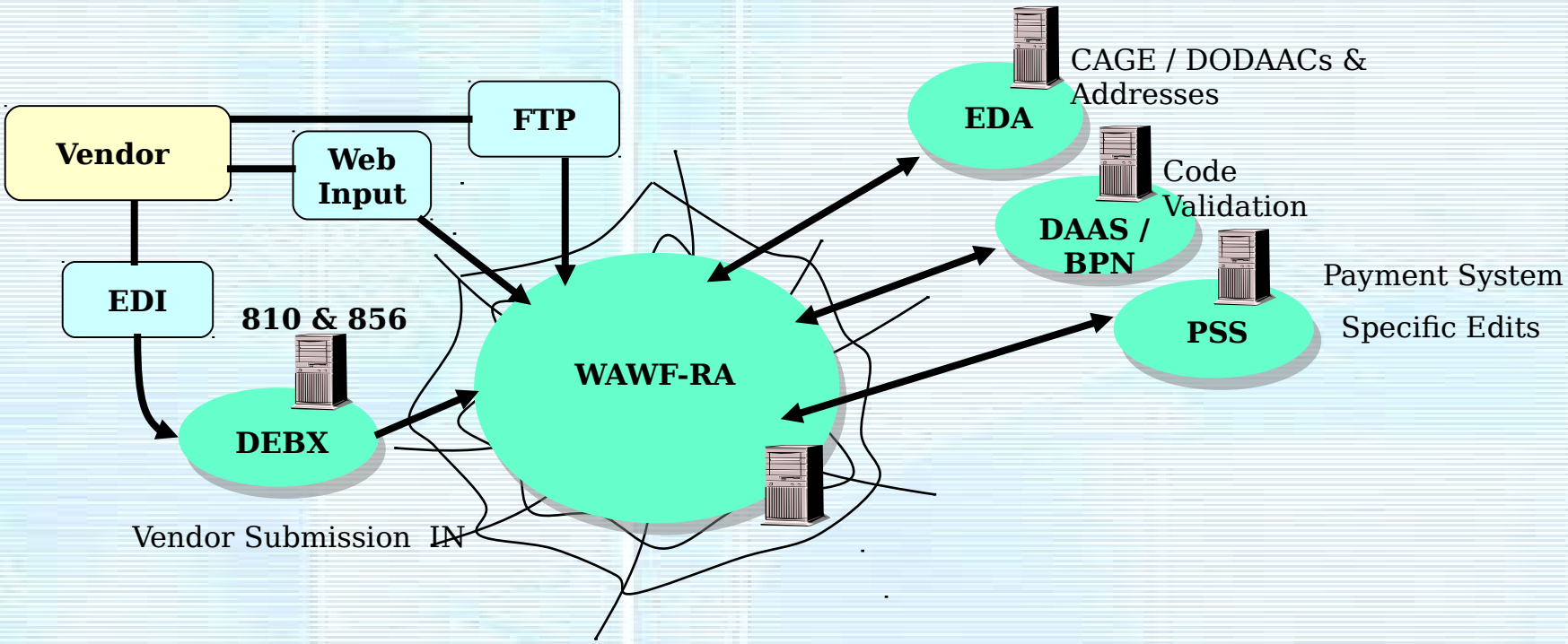
Contract Types Not Supported In WAWF

- QTY of 1 with U/I Lot or Group type contracts requiring partial payments
- Contracts with withholdings
- Negative amounts
- Multiple ACRNs per CLIN/SLIN
- Public vouchers except for MOCAS
- Construction contracts (currently under review for revision by the Armed Services)
- Financing payments

Advantages & Functionality



Advantages & Functionality



WAWF User Roles

Vendors

- **Submit Invoices and/or Receiving Reports.**
- **Check Status of Documents in History Folder.**
- **Correct & Resubmit Rejected Documents.**

Government Inspectors/Receivers

- **Create Receiving Report if Applicable.**
- **Check Inspection Block or Reject.**

Government Acceptors

- **Can Perform Inspection/Acceptance in One Step.**
- **Digitally Sign Receiving Report for Acceptance or Reject.**

WAWF User Roles Cont.

Payment Officials (DFAS)

- **Review and Process Non-EDI Documents.**
- **Reject Documents.**

View Only

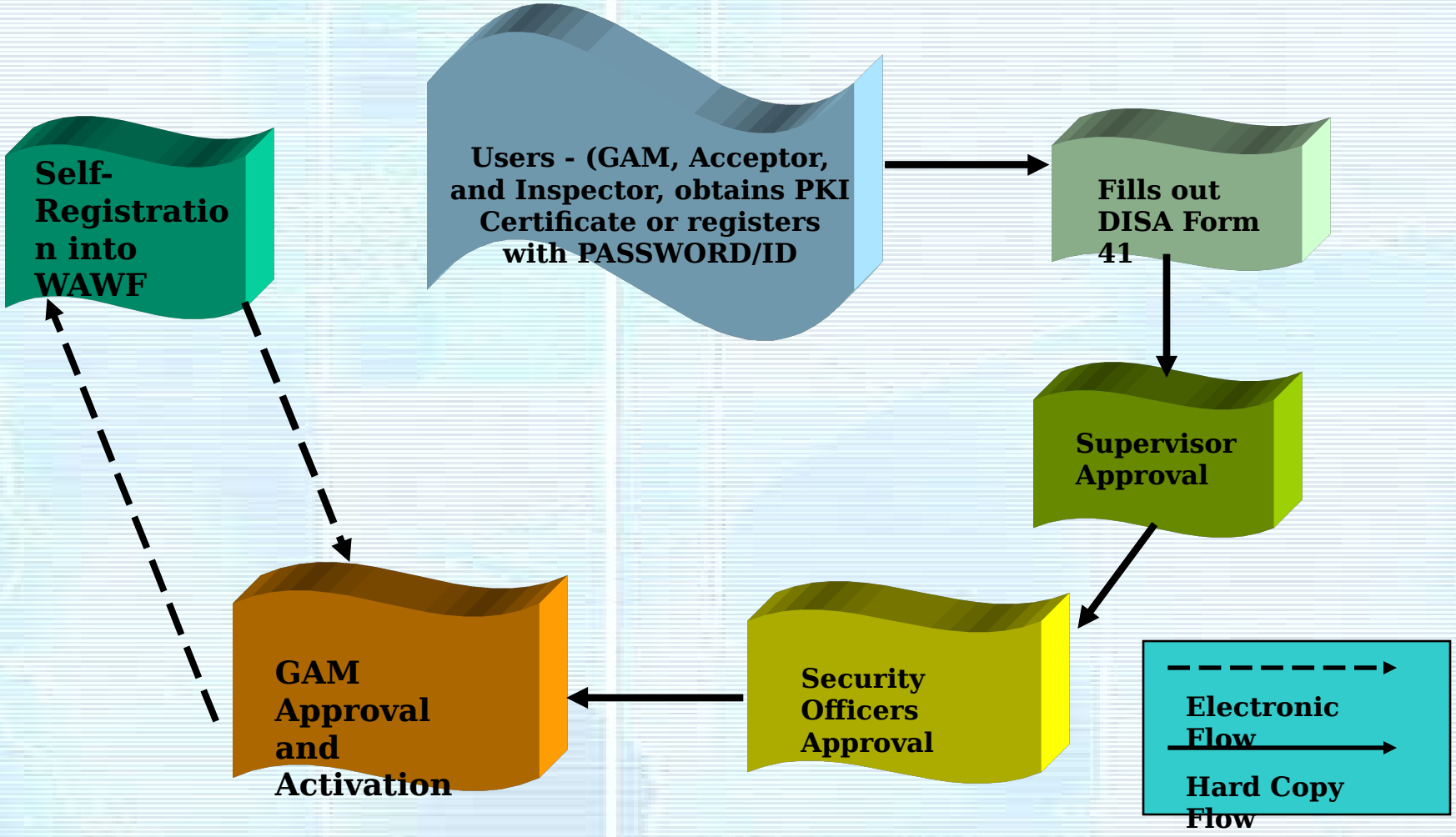
- **Supervisors and/or Contracting Officers Monitor Process.**

Auditors

- **View all Transactions.**

Accessing WAWF - Process Flow

DISA Form 41 & Self Registration:


Users - (GAM, Acceptor, and Inspector, obtains PKI Certificate or registers with PASSWORD/ID
Fills out DISA Form 41
Supervisor Approval
Security Officers Approval
GAM Approval and Activation
Self-Registration into WAWF
Electronic Flow
Hard Copy Flow

Scenario 1: Stand Alone RR

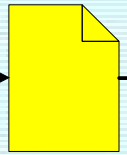
Initiator

Inspector/
Receiver

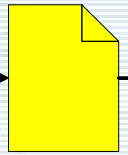
Acceptor

Local
Processing
Official

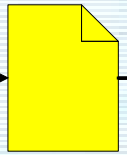
Pay Office



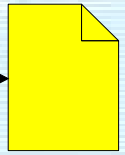
Receiving Report



Receiving Report



Receiving Report



Receiving Report

Create Stand Alone Receiving Report Using WAWF-RA

Scenario 2: Stand Alone Invoice

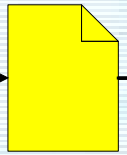
Initiator

Inspector/
Receiver

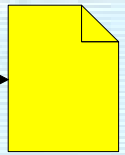
Acceptor

Local
Processing
Official

Pay Office



Invoice



Invoice

Create Stand Alone Invoice Using WAWF-RA

Scenario 3: 2-n-1 Document

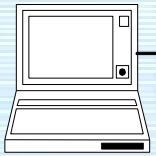
Initiator

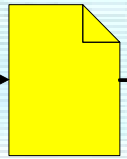
Inspector/
Receiver

Acceptor

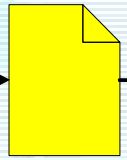
Local
Processing
Official

Pay Office

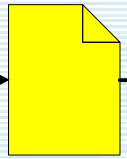




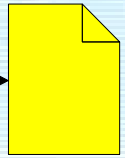
Invoice/
Receiving Report



Invoice/
Receiving Report



Invoice/
Receiving Report



Invoice/
Receiving Report

Create 2-n-1 Document Using WAWF-RA

Scenario 4: Combination Document

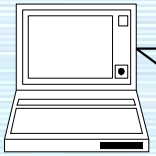
Initiator

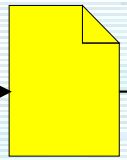
Inspector/ Receiver

Acceptor

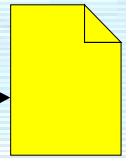
Local Processing Official

Pay Office

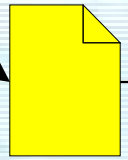




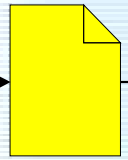
Invoice



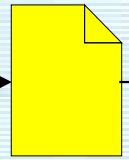
Invoice



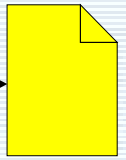
Receiving Report



Receiving Report



Receiving Report



Receiving Report

Create Combination Document Using WAWF-RA

MEDCOM Business Rules

- ***All Activities will operate at the basic DODAAC Only.***
  - ***NO EXTENSIONS WILL BE USED***

- ***No Invoice's over 30 days old in CAPS-W.***
  - ***Without a receiving report being submitted, dialogue with the Vendor for a POD, or to DFAS to back the invoice for non-receipt of goods. Services non-performance coordinate with your Contracting Officer then with DFAS.***

- ***Ensure the entire Inspection and Acceptance process is completed within 5 working days - unless contract denotes differently.***

MEDCOM Business Rules

- ***Documents rejected back to an initiator must clearly state the reason(s) of rejection and how to correct.***

- ***No Right Faxing of any documents when you have the ability to use WAWF or have processed documents already within WAWF.***

- ***Activities assign a Primary and Alternate GAM and User***
  - ***Ensure there is coverage in the absence of the COR or responsible person.***

- ***2-N-1 document are the preferred document for the receipt of goods and services.***

- ***Daily go into WAWF to verify if documents have been submitted and requiring you to process.***

MEDCOM Business Rules

- **Document statuses must be managed within WAWF folders which require actions be taken by the User & oversight by the GAM:**

"SUBMITTED" Status – In the Access Acceptance Folder –
(needs receive and acceptance performed on the document)

"ACCEPTED" Status – In the Access History Folder by DODAAC –
Documents are in error and have been unprocessed by DFAS –

1. Must recall and reject the receiving report back to yourself
2. GO to the – Access Rejected Receiving Report Folder –
3. Correct the rejected documents;
   a. Under the title "RESUBMIT" correct CLIN/SLIN information
   b. Under the title "CHANGE DODAAC" correct the DODAAC (s) used
   c. Under the title "Void" – Void the rejected document if Contract, Delivery Order number, and selected site of receipt and acceptance is incorrect

Tools - Custom Army Reporting System

The Custom Army Reporting System (CARS) is a management tool where data is extracted from CAPS-W that should be used by each Activity/Unit to monitor their contracts for invoices without a receiving report.

The reports columns are explained as follows:

- **FY, Fiscal Year as denoted in CAPS-W.**
- **ASN, Allotment Serial Number specifies the Army unit and its allotment of funds.**
- **Doc Number - (Document Number) or Document Reference Number DRN composed of DOD Activity Address Code, Julian date of request and the unit's document serial number.**
- **APC/DPI, Accounting Processing Code – indicates requesting or receiving sections funds within the activity / Data Processing Indicator – denotes which data base the activities financial records reside upon.**
- **Contract Number and Delivery Order Number as in CAPS-W.**
- **Invoice Number, the contractors uniquely assigned invoice number that is recorded in CAPS-W.**
- **RCVD, Received date of when the invoice was received at DFAS.**
- **INVDATE, Invoice date is the date when the invoice was created by the Vendor.**
- **CLIN, Contract Line Item Number – indicates from the contract what CLIN this invoice applies to that requires a receiving report.**
- **AMT CLIN, Denote the dollar amount of the Contract Line Item Number for this invoice.**
- **PROJ INT, Projected Interest that has accrued against the invoice.**
- **AGE, indicates the age of the invoice by category that still requires a receiving report.**
- **The CARS report at the MEDCOM Resource Mgt. website –** *http://www.cs.amedd.army.mil/medcomrm,* ***under Finance & Accounting and Explore F&A then click on the Vendor Pay button***

FY	ASN	DOC NUMBER	APC/DPI	CONTRACT	INVOICE	RECV	INVDATE	CLN	AMT CLIN	PROJ INT	AGE
01	8119	W23RYX11310004	FKKPP1	DAMD17	01-F-0362 5530436	8/24/2001	8/20/2001	0001	$286.00	$20.70	365 PLUS
01	7423	EAMCXXFY010035	NPC6P1	DADA08	01-F-0031 255671AN24	7/31/2001	7/17/2001	0002	$1,253.00	$96.86	365 PLUS
01	7431	W22PMH02750124	KH20N9	DABT23	01-F-0024 524701755	6/21/2001	6/15/2001	0001	$1,717.00	$146.99	365 PLUS
01	7423	EAMCXXFY010035	NPC6P1	DADA08	01-F-0031 255671AN25	8/15/2001	8/15/2001	0002	$1,135.00	$84.21	365 PLUS
01	7430	MED00001399107	S559P1	DADA08	01-P-0122 33597047951A	9/4/2001	8/31/2001	0001	$852.00	$59.64	365 PLUS
02	8106	DD3RMN1354N576	98GVP1	DAMD17	01-P-0652 101748-B	1/22/2002	1/12/2002	0003	$5,572.00	$227.52	181-365
01	7414	W36QX912330101	BE4LN9	DADA10	96-D-0036 37115	2/19/2002	2/13/2002	0027	$191.00	$6.67	181-365
01	7445	W81RNH03341551	VBKFP1	DADA08	01-P-0397 MAN202364406	2/19/2002	8/16/2001	0001	$5,599.00	$195.98	181-365
02	7413	W33XTL1129N003	A6PBP1	DADA08	01-P-0004 96997230	12/31/2001	12/26/2001	0002	$1,471.00	$66.83	181-365
02	7413	W33XTL1129N003	A6PBP1	DADA08	01-P-0004 97135536	1/31/2002	1/17/2002	0002	$1,471.00	$57.32	181-365
02	7413	W33XTL1129N003	A6PBP1	DADA08	01-P-0004 96778618	1/17/2002	11/26/2001	0002	$1,471.00	$61.62	181-365
01	8102	W23MYC0301N022	6KE5P1	DAMD17	97-C-7038 ADDFUNDS9167	2/4/2002	1/31/2002	7553	$14,371.00	$547.88	181-365
01	8031	W74MYH03110875	5UNAN9	DADA15	97-C-0008 91250982	2/25/2002	7/24/2001	0039	$343.00	$11.58	181-365
01	7445	W81RNH03341551	VBKFP1	DADA08	01-P-0397 MAN20234407	2/19/2002	8/16/2001	0001	$2,884.00	$100.95	181-365
01	7414	W36QX912330101	BE4LN9	DADA10	96-D-0036 37115	2/19/2002	2/13/2002	0026	$976.00	$34.14	181-365
02	7413	W33XTL1129N003	A6PBP1	DADA08	01-P-0004 96601113	1/17/2002	10/31/2001	0002	$1,471.00	$61.62	181-365
02	7457	W81C4T12740517	2PMJN7	DADA13	02-F-0002 6380	2/8/2002	1/13/2002	0018	$67,340.00	$2,497.18	181-365

Information Sources

Wide Area Workflow Web Sites

- Production: https://wawf.eb.mil
- Training CBT: https://wawftraining.eb.mil
- Step By Step & CARS: http://www.cs.amedd.army.mil/medcomrm
- 2.0D Archive: https://rmb.ogden.disa.mil

DFAS Electronic Commerce:

- DFAS Home Page: http://www.dfas.mil/ecedi
- Vendor Pay Inquiry System: http://www.dfas.mil/money/vendor/
- DODAAC Search: https://day2k1.daas.dla.mil/daasinq/

Contact the Ogden Customer Service Center - System

- phone: 1-866-618-5988 listen for Options
- E-mail: cscassig@ogden.disa.mil
- EDA: http://eda.ogden.disa.mil/ send DISA to Joyce Howe at 210-221-7880 or call for instructions 210-221-6713
- CCR: http://www.ccr.gov

Hands On Training

Training Web Site: https://wawftraining.eb.mil/

CAGE 0HB52
Pay DODAAC HQ0105
Ship To DODAAC HC1001
Admin DODAAC W45G19

	ID	Password
Inspector	**GovIns30**	**GovIns3$**
Acceptor	**GovAcc30**	**GovAcp3$**
Vendor	**Vendor11**	**Vendor1$**

Acronyms

FTP: File Transfer Protocol - Used for Batch Input

EDA: Electronic Document Access - Contract Information

DAAS: Defense Activity Address System - Used for DODAAC Validation

PBN: Business Partner Network - Used for CAGE Code Validation

PSS: Payment System Specific

DEBX: Defense Electronic Business Exchange - Used to Translate EDI to WAWF User Defined File and Vice Versa

CAGE – Commercial Activity/Government Entity

CCR – Central Contract Registration

EB POC – Electronic Business Point of Contact

LPO – Local Processing Office

Acronyms

EDI: Electronic Data Interchange - Standard Commercial Format for Transactions

EFT: Electronic Funds Transfer - Payment Made to Vendor Bank Account via US Treasury

MOCAS - Mechanization of Contract Administration Services

SAMMS - Standard Automated Material Management System

BSM - Business System Modernization

CAPS-W - Computerized Accounts Payable System - Windows

IAPS - Integrated Accounts Payable System

DODAAC – Department of Defense Activity Address Code

CLIN – Contract Line Item Number

SLIN – Sub Line Item Number

ACRN - Accounting Classification Reference Number